

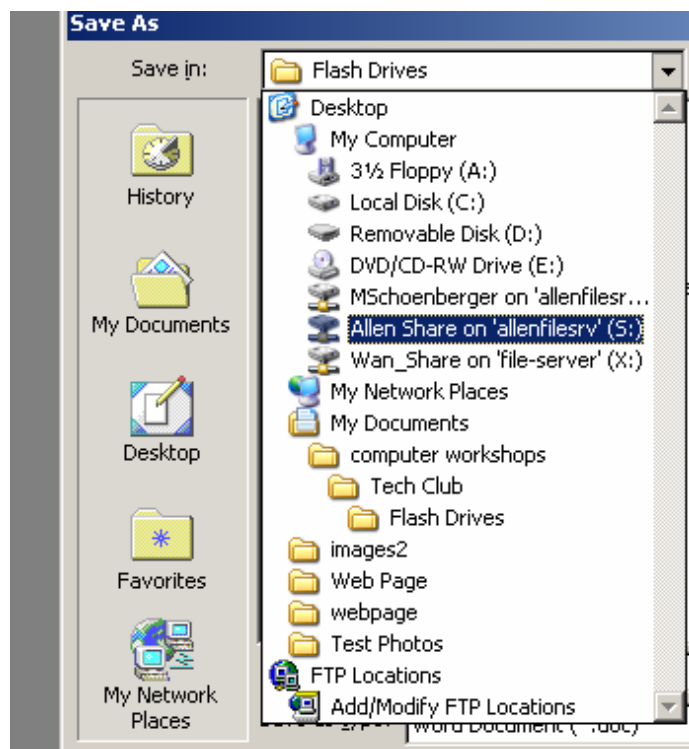
The Tech Club

The computer club for teachers!

Saving your Lesson Plans to the Allen Share Drive

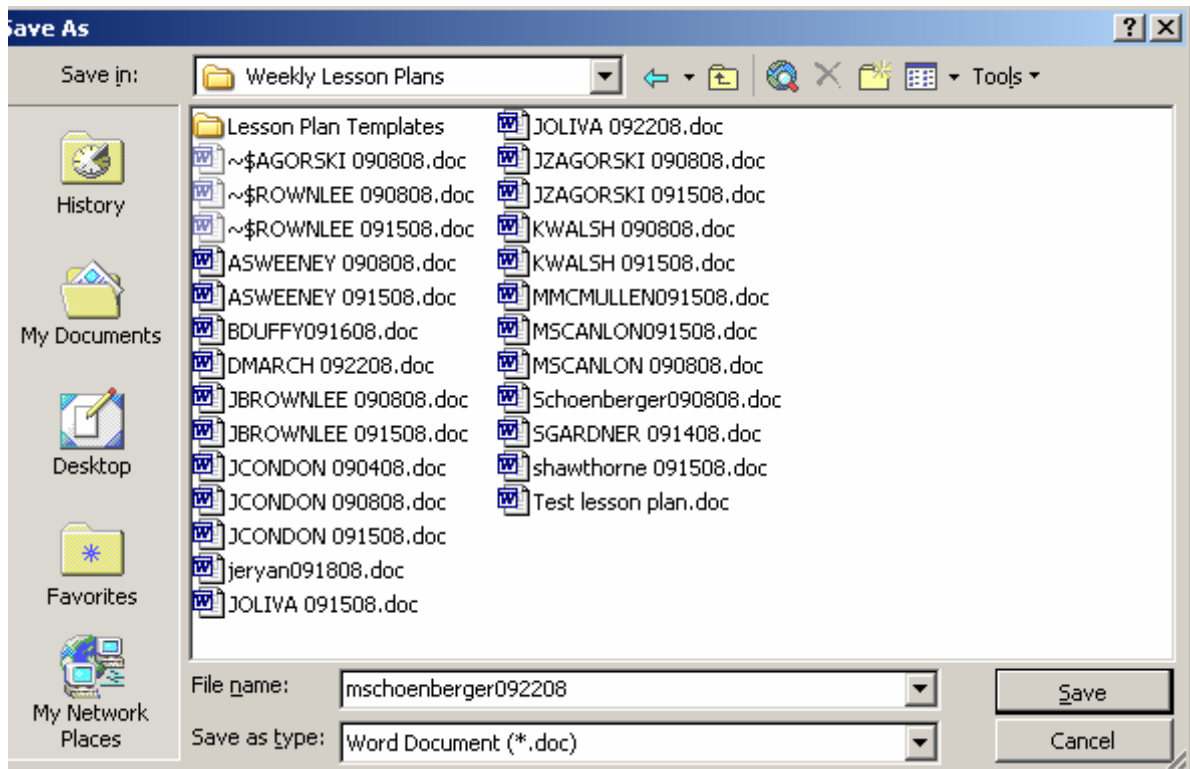
Saving your lesson plans to the Allen Share Drive is easy! Just follow these steps:

- Have your lesson plan opened
- Click on "File"
- Click on "Save As"
- From the drop down menu at the top, select and click on the "Allen Share on allenfilesrv (S)".



- Then double click to open the "Weekly Lesson Plans" Folder
- You need to give your lesson plans a file name. It should be your username (ex. mschoenberger) and the date of the plans. For example I would save plans for the week of September 22, 2008

as: mschoenberger092208. NO DASHES, SLASHES OR ANY SYMBOLS



- Finally click on the word "Save" to save to the folder!

Tips and Recommendations:

- **Save your lesson plans to your "H" drive first!** That way you will have copies in your home folder that you can save for future plans. The share drives are wiped clean at the end of the year so you can't rely on the share drive.
- **Create folders in your "H" drive to organize.** Create a folder in your "H" drive called "lesson plans". In the lesson plans folder create a folder for the school year. In that school year's folder, create a folder for each month of the school year. In that months folder you will have the lessons for those weeks.
- **Print out a hard copy.** If you have an unexpected absence or the computers go down you will have a copy of your plans for anyone. Put the plans in a binder for easy access.

Any questions or problems please let me know☺